**AGENDA May 9, 2011**

1. Ticket Sales

* Identification of who is selling tickets the remainder of the week
* Where are the ballots from the seniors who have already voted for King/Queen? Why weren’t the names crossed off?
* Recording on the receipts page: must write in the cash received OR the check number!!!!
* Where are the Grand March tickets? Is there a sheet with the numbers that have been given to each senior?
* What is the list of names on the yellow sheet?
* Do not sell tickets to seniors who are bringing a date from outside of JMB UNLESS they are turning in the form with the signature of a JMB administrator, a copy of the ID for the guest AND, if a county student, the signature of that schools’ administrator

2. We need **two copies of TWO types of lists** (One list by ticket number; one list alphabetical by last name): one for the Grand March and one for entrance into The Commons. Need volunteer(s) to create this

3. Class officers will receive a list tonight of chaperones at this moment. They should divide the list and immediately begin writing the thank you notes for the evening.

4. Mandatory meeting tomorrow for ALL seniors.

* Panoramic photo and packet given with all necessary information for Grand March, Prom, finals, graduation
* This packet will also be posted on the school website.
* Senior Awards are Monday, May 23. If a student is NOT in school, they may NOT attend the Awards.

5. Prom Court: Need volunteer(s) to count the ballots and keep the secret!!! Also need volunteer(s) to be in charge of sashes,tiaras for the announcing of the court at the prom. The people on the court should be gathered together at approximately 10:00. Pictures will be taken of them in the room that LifeTouch will be using. The group will walk into the Prom area and be announced at 10:20. There will be 2 princesses/princes and then the King and Queen. The dance floor should be lined with the students attending the Prom on both sides, and the Court will walk in and be announced by \_\_\_\_\_\_\_??

6. Update on music/DJ (Riley)

7. Grand March Floor: We need volunteers to open the floor on THIS Friday after school, so that it can “rest” for 24 hours. Will need volunteers also to roll it up and store it before classes on Monday.

8. Decorations: report on remaining items purchased

**BREAK OUT SESSIONS**

9. Grand March committee tasks:

* Take the chaperone list and ASSIGN specific duties: ID checkers, sign in, card writers, door monitors, hallway lineup, etc. (both at JMB and SU)
* Designate areas that must be covered at SU (see map)
* Creation of the card for Mr. Grudis
* Make a detailed diagram with specific directions for how Grand March will operate.
* Make sure there is a designated area where the couple will stand to be announced…..identify
* Update on the Grand March music? Is it done? What is it?
* Someone should determine who will be operating the spotlights/music for Grand March. Must communicate with Ben Reavis

10. Gift committee

* Designate who will be working the evening of the prom.
* Make provisions for having the names of the seniors attending the prom on tickets/ballots prior to the prom, making it easier to pull names for people winning prizes
* Designate the order in which prizes will be given.
* Make provisions to check the ID of seniors claiming the prizes!!!!! In 2009, people attempted to claim prizes of other seniors who were not there.
* Make sure you have a duplicate copy of the winners so that the DJ can announce the names of the winners without needing to use your paper.
* Flashlights will be a helpful tool.
* Prizes can be numbered and checked in the shoe/flower check area.
* Prizes will be awarded twice: 10:30 and 11:30

11. Food committee

* Has Mrs. Stevenson been notified about the chocolate
* Final decision reached on food items desired? Must be communicated with Kelli Delgado and Iva Riggins Office 410-543-6172 Fax 410-548-4418

12. Senior Officers: division of names of chaperones for thank you notes, and the creation of a basic thank you for all of you to use.

13. Miscellaneous

14. Next meeting: Monday, May 16 at 7:00